

Position Description Document Update



Project Title	Position Description Document Update
Project Summary	Convert .pdf documents into MS Word documents; update formatting and make minor edits to content.
Country	United States
Agency	Department of State
DoS Office	CA/EX/HRD
Post	N/A
Section	N/A
Number of Interns	1

Project Description

Busy office is seeking assistance with a project to update a few hundred position description documents. The documents are in .pdf format and need to be converted or re-typed into MS Word format. In addition, the documents will require reformatting and minor editing. Skill in using MS Word, Adobe Acrobat, and MS Excel required.

Desired Skills Interests

Additional Information

Our office manages all Human Resources issues within the Bureau of Consular Affairs for the Department of State.

Language Requirements

None